



NOTTINGHAM HIGH INFANT AND JUNIOR SCHOOL

CANDIDATE INFORMATION PACK

TEACHING ASSISTANT

To start as soon as possible



COME AND JOIN US!

We have a vacancy for a **Teaching Assistant** to join the Nottingham High School Infant School.

The role is offered at 1 FTE with the working hours of 07:30 - 16:30 Monday to Friday on a term time only basis. This is a fixed term contract for the 2025 - 2026 academic year; there is potential for this role to become permanent and salary is competitive based upon experience.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk by 9am on **Wednesday 24th September 2025**. With interviews expected to take place on Monday 29th September 2025.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

Nottingham High School is not your average School, we have a very strong academic reputation and the Senior School achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including beast club, board games, music and sport to name a few.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE INFANT AND JUNIOR SCHOOL

Nottingham High Infant and Junior School is a selective school, with high academic, cultural and sporting standards, which aims to develop each pupil's potential and personality to the full.

The Infant section focuses on Early Years and Key Stage One education, and the Junior section Key Stage Two.

In both age ranges we aim to work in a caring, stimulating environment, providing a friendly, welcoming, yet efficient atmosphere where education is tailored to pupils' learning needs and is relevant and changing. We encourage each child's development and promote their confidence, social responsibility, self-worth and integrity, as well as their talents and range of interests. Staff encourage enough freedom to build self-esteem and trust, whilst maintaining stability and individuality.

The main entry point is at the age of four for Reception, although pupils can join in other years if there are spaces available. At all stages, entry is by an assessment process which is held in the Spring Term. Any entry to the School is considered on individual merit based on criteria including standardised tests.

The majority of the pupils come from a wide range of background and the School is committed to maintaining entry from the state and independent sectors.

The Infant and Junior School follows many parts of the National Curriculum, but as an independent school, there is freedom to broaden the learning for all pupils. The curriculum is taught in a creative way with a lot of hands-on learning and the use of the impressive outdoor area.

The Infant Section follows the National EYFS curriculum and the National Curriculum for Key Stage 1 in Years 1 and 2. The emphasis is on literacy and numeracy with more of a topic-based approach in the afternoons. All infant pupils swim, enjoy games lessons, PE lessons, as well as music and modern foreign language lessons. Years 2 and 3 also have chess tuition. There are a number of enrichment activities designed to extend the pupils' learning.

In the Junior School, the curriculum is broad-based to include the National Curriculum subjects as well as Computing, Drama, French, Spanish, PE, Swimming and Games. On one afternoon a week, pupils are based at the High School's Valley Road Playing Fields as part of our games' programme.

It has long been our belief that the learning process is greatly enhanced by well-organised purposeful and constructive trips. Every effort is made to encourage links between the world of the classroom and world outside. Each year group enjoys one visit each term to enhance pupil experience. These are predominantly day trips both local and further afield.

In the Junior School, an annual residential trip supports academic study as well as personal and social development.

There is an extensive range of co-curricular activities for infants and juniors. An example of the range of activities that we provide for our pupils would be a wide variety sports and music clubs, dance, knitting, Chess and film clubs. Junior School staff are expected to contribute to the extra-curricular programme. Junior pupils benefit from many fixtures with both state and independent schools. From Reception, each child is affiliated to a 'House' in which they stay for their time at Nottingham High School.

The Infant section occupies its own site across the road from the Nottingham High School campus. The building has its own hall, music room, art room, ICT suite and dining room as well as an impressive EYFS setting. Infant pupils use some of the sporting facilities of the Senior School campus, including the swimming pool. The Infant section is fortunate to have a developed, secure school garden to enable the pupils to play and learn outside.

We feel that the dual site arrangement helps to provide nurturing and supportiveness and the best educational experiences and facilities for all our pupils. The secure enclosed site for Early Years and Key Stage One provides an almost entirely self-contained, safe accommodation and the Junior building on the main school site helps to provide specialist teaching facilities and close links to the excellent facilities of the Senior School.

There are around 30 teachers who work only at the Infant and Junior School, and they are supported by teaching assistants, administrative and support staff.



THE ROLE

Primary Purpose

We believe that our Teaching Assistants have a very important role within the School; the contribution that they make to the management of the School and the care and welfare of children is so highly valued. This role will provide support for the pupils and teacher to enable pupil progress. Our Teaching Assistants provide high standards of physical, emotional and intellectual care for all of our pupils whilst ensuring their safety and wellbeing.

Responsibilities

Support for the pupils

- Promote and safeguard the welfare of all the children at our School.
- Establish and promote productive and positive relationships with pupils, acting as a role model and setting high expectations and promoting the inclusion of all pupils within the School.
- Be aware of the differing needs of pupils and respond accordingly.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Support and assist with the implementation of Individual Support/ Behaviour Plans.
- Maintain challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Share in supervision duties and be actively involved with the children during playtimes, breaktimes and lunchtimes.

Support for teaching staff

- Share knowledge of pupils' learning and behaviour to better inform the teacher and their planning and provision for individual pupils.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Work with small groups within the class to enhance learning and understanding whilst promoting pupil independence and resilience.
- Support teaching staff in the creation of a positive classroom environment which promotes learning.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Record achievement and progress and feed back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/ resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Follow the instructions from the Class Teachers and Head of Learning Support in following intervention programmes as required.

Support for the school

- Undertake training and CPD as required.
- Attend and participate in relevant meetings as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Maintain confidentiality and follow school policies.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.



THE PERSON

The following are the essential criteria to undertake the job competently and must be demonstrated in the application:

- Relevant NVQ Level 3 qualification (or equivalent) recognised for working with children and EYFS pupils
- Qualified in paediatric first aid (or willingness to become qualified within 3 months of appointment)
- Able to relate well to children and adults. Proven literacy/numeracy skills
- Excellent communication and interpersonal skills
- Able to use own initiative
- Flexible and able to adapt to changing demands
- Able to work constructively as part of a small team
- Ability to maintain confidentiality and handle such information sensitively
- An understanding of child protection.

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Undertake training as required.
- Support and contribute to the School's responsibility for safeguarding students.
- Work with the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students and colleagues.
- Empathise with the ethos and values of NHIJS.
- To undertake other tasks which fall reasonably within the remit of the points listed above. The role might require the performance of other duties reasonable requested by school management which on occasion could be in other areas of the school in order to meet demand.

All staff are expected to reflect on Diversity and Inclusion in the Infant and Junior School setting at both a personal and a professional level. Within the Infant and Junior School, you will be able to engage in current debates around these topics and be confident in contributing in a positive way on the matter.



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Head Of ICT is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. When permitted under Covid guidelines, staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email our **Infant and Junior Deputy Head (Pastoral) Christian Cordy**: cordy.c@nottinghamhigh.co.uk and he will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held on Monday 29th September 2025.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period